



# **VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**

100 Lagoon Complex · Suite 4  
St. Croix · U. S. Virgin Islands · 00840  
Telephone (340) 772-4432 · Fax (340) 772-4002  
[www.vihfa.gov](http://www.vihfa.gov)

## **REQUEST FOR PROPOSALS**

for

### **ESTATE MOUNT PLEASANT SUBDIVISION “MORNING GLORY RIDGE” ADDENDUM I**

**RFP 004-2023-STX**

**Issue date:**

**April 5, 2023**

**Submittal deadline:**

**April 19, 2023**

**Contact person:**

**Afisha M. Hillocks**  
**Procurement/Contract Officer**  
[ahillocks@vihfa.gov](mailto:ahillocks@vihfa.gov)  
**(340) 772-4432 ext. 3233**  
[www.vihfa.gov/procurement/solicitation](http://www.vihfa.gov/procurement/solicitation)



*Unlocking the Door to Affordable Housing*

“CONFIDENTIAL SUBMISSION”

---

## VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

---

### RFP 004-2023-STX REQUEST FOR PROPOSALS ESTATE MOUNT PLEASANT SUBDIVISION **ADDENDUM I**

---

**This addendum is issued to modify the previously issued RFP document and/or given for informational purposes and is hereby made a part of the RFP document. The Respondent must acknowledge the receipt of any and all addenda by completing RFP Cover Letter, Enclosure Document A. The following sections are hereby amended/added:**

### **13.0 RESPONDENT’S RESPONSIBILITIES:**

#### Bidding Phase:

1. Bear all cost related to the preparation and submission of the bid package in response to this RFP solicitation.
2. Provide a proposal with a “Base Bid Sheet” with a price guaranteed for ninety (90) calendar days and provide the documentation as specified in this RFP solicitation.
  - a. **Provide a base bid price for each size home for each lot. The Respondent shall provide the cost to build a 2 Bedroom, 2 Bathroom Home and a 3 Bedroom, 2 Bathroom Home for each of the six plots. The VIHFA will select the desired size home for each plot. Only one home will be constructed on each plot.**
3. Be a duly licensed General Construction Contractor in the United States Virgin Islands and provide proof of a valid USVI business license.
4. Pay all taxes and fees as required by the local and federal statutes.
5. Obtain, maintain and provide a copy of current General Liability Insurance for **Two Million (\$2,000,000.00)** Dollars to cover any claims and damages occasioned by executing the scope of work.
6. Design and submit preliminary drawings/building plans for each of the two (2) proposed designs, as outlined in *Scope of Work, Bidding Phase* section of this RFP.

Following the VIHFA’s selection of a respondent’s proposal, the Selected Respondent shall be responsible for the following:

#### Design Phase:

Time Period: 45 calendar Days, with Weekly Progress Meetings

1. Design and prepare a full set of DPNR permit ready construction plans for each single-family home and plot. Total of six (6) home plans to be prepared.
2. Follow all requirements and details outlined in the *Scope of Work, Design Phase* section of this RFP.

3. Coordinate and facilitate weekly progress meetings with VIHFA to provide design updates. Updates shall include a description of progress made, design work completed and allow an opportunity for VIHFA to review, comment, and request revisions to satisfy certain desires, expectations and or requirements.
4. Submit final design to VIHFA for final written approval before submittal to DPNR.
5. Upon receipt of written approval from VIHFA, submit approved plans to DPNR for review, approval and permitting.
6. Also see *Scope of Work* section of this RFP for details regarding submittal of the following: schedule of values and project schedule, etc.
7. Complete the design as required within 45 calendar days of the Notice to Proceed of being the Selected Respondent, subject to liquidated damages in the amount of \$500.00 for each day of delay.

Construction Phase:

Time Period: 730 calendar days, with Regular Progress Site Meetings

1. Obtain Builder's Risk Insurance in the amount equal to the cost of the proposed home construction for each location/building site.
2. Obtain and maintain Liability Insurance to cover any claims and damages occasioned by executing the Scope of Work.
3. Maintain a valid business license throughout the period of the contract.
4. Pay all taxes and fees as required by the local and federal statutes.
5. Furnish all labor, tools, equipment, materials, supplies and services necessary to construct the specified six (6) homes on the selected plots. Please see the Scope of Work, Construction Phase section of this RFP for additional details.
6. Secure all necessary local permits to complete the Scope of Work and maintain compliance with all permits issued for the project. The VIHFA will provide assistance, as necessary, to the contractor in obtaining permits.
7. Complete all six (6) homes within 730 calendar days of the Notice to Proceed. Complete the construction of each home within 240 calendar days from the issuance date of a Notice to Proceed. Any delays to completion of the work as described, without a written and approved contract extension shall be subject to liquidated damages in the amount of **\$500.00** for each calendar day delayed.
8. Coordinate and facilitate regular progress meetings with VIHFA to provide updates on all pertinent project matters. Updates shall include a description of progress, concerns, delays...etc. These meetings should typically take place on site and also serve as an opportunity for inspections by VIHFA on general workmanship, contract performance, payment inspections...etc.
9. Provide invoices and or pay requests in standard AIA form #G702 & G703 (every two weeks, or monthly) as the requested payment for completed work and or purchased materials properly stored and insured.
10. Provide as-built drawings of completed work, one set for each home.
11. Fully guarantee all work under the contract for a period of 730 calendar days utilizing the enclosed **Builder's Warranty** (see **Attachment 4**). One (1) Builder's Warranty form shall be provided for each home. Each home Builder's Warranty time shall commence upon the date of VIHFA's final acceptance of the work. Remedy and repair any defects in materials

or workmanship, without expense to the VIHFA, no later than fifteen (15) calendar days after receipt of a written notice of a defect and provide a one-year warranty on such repairs.

12. Provide a warranty escrow for each home. The VIHFA shall escrow **Five Thousand Dollars (\$5,000.00)** from the final payment for the duration of the warranty period. The warranty escrow will be released upon the expiration of the warranty period or the satisfactory completion of all warranty items, whichever is later.

## **19.0 CONTENTS OF PROPOSAL PACKAGE**

To be considered for award, the proposal package shall meet the following requirements.

### **EMAIL ATTACHMENT #1 - PROPOSAL**

#### **PROPOSAL FORMAT:**

##### **A. RFP Cover Letter - Complete Enclosure Document A.**

1. **Commitment Statement Letter** – The Commitment Statement letter should be on the company's letterhead with contact information and must be signed by an officer of the organization that is authorized to bind the company contractually to all of the commitments made in its submittal. The letter shall also include a statement of understanding for the work to be done. It shall state that the firm will be solely responsible for all aspects of the engagement including any portion that may be performed by its subcontractors, if any. It should make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner. The letter shall state that all data presented in the proposal is accurate and complete. Additionally, the firm must state they understand the discovery of any significant inaccuracy in information submitted by them shall constitute good and sufficient cause for rejection of the proposal. It should also state that the proposal package will remain in effect for a period of 90 days from the submission deadline and thereafter, until the firm withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first. Respondent shall also confirm that the firm has not engaged in any unethical practices within the past ten (10) years. Certification of commitment and ability to hire local residents. A commitment to be responsible for all fees, charges or monetary obligations incurred as a result of conducting business in the Virgin Islands and to remain current with all tax obligations for the duration of the project.

The Respondent shall also certify that all information it may receive in the course of conducting its work shall be treated as confidential and proprietary. Such information and data may not be disseminated to others without the written approval of: *Executive Director, 100 Lagoon Complex, Suite 4 Frederiksted, VI 00840.*

- B. Non-Collusive Affidavit** – Complete **Enclosure Document B**. The form must be notarized.
- C. Debarment Certification Form** – Complete **Enclosure Document C**. The form must be notarized.

- D. Corporate Document Checklist Form** – Complete **Enclosure Document D** and submit **current USVI Business License**. For this section, Respondent must provide evidence that the firm is licensed to provide services in the USVI. The Business License must be relevant to the Scope of Services for this solicitation and valid.
- E. Respondent's Qualification Statement Form** – Complete **Enclosure Document E**. For the Reference Section of the form, the Respondent shall provide a minimum of three (3) non-VIHFA references for whom the Respondent has performed the most recent, relevant work comparable to the scope requested in this RFP who would be willing to discuss Respondent's competency and performance. If Respondent currently has more than three (3) non-VIHFA references, Respondent may provide a separate sheet with its client list and contact information. The VIHFA reserves the right to check references prior to award.
- F. Technical Proposal** – Provide a detailed narrative focusing on its company's key strengths and competitive advantages. The proposal shall consist of the following:
- A. An EXECUTIVE SUMMARY which should contain the following:
    - 1. Firm's name, the office's physical and mailing addresses, telephone, fax number and e-mail address.
    - 2. Brief history and description of the firm.
      - a. List current ownership structure.
      - b. Year established and any former name(s) under which the firm conducted business, if applicable.
      - c. The number of employees in your firm.
        - i. Demonstrate that the firm has adequate staffing to fulfill the required services throughout the entire contract term.
    - 3. Type of services provided by the firm
  - B. QUALIFICATION SUMMARY which should contain the following:
    - 1. Resumes and qualification of key personnel.  
Should include but not limited to education, training, technical experience, functional experience, relevant and related experience and applicable certifications.
    - 2. The names and qualifications of sub-contractors, if any, who will be retained for this project.
  - C. EXPERIENCE SUMMARY which should contain the following:
    - 1. Provide evidence of substantial experience and success in construction of single-family homes in the USVI.
      - a. The selected Respondent must have experience constructing a minimum of five (5) homes in the past ten (10) years in the USVI.
    - 2. Provide a narrative of your experience in building single family homes in the Territory, demonstrating the respondents proven ability to successfully design, manage and execute a project such as this.
  - D. PLAN SUMMARY which should contain the following:
    - 1. Preliminary drawings/building plans for each of the **two (2)** proposed designs:

- a. Each Respondent shall design and submit to the Authority two (2) preliminary house plans, one for each of the two proposed designs:  
one 2 bedroom - 2 bath layout,  
one 3 bedroom - 2 bath layout,

Note, all the details and specifications will not be required during the “Bidding Phase,” however all items typically shown in a floor plan layout shall be included. Each preliminary house plan submitted shall include the following: floor plan layout, roof plan and four (4) elevation plans.

2. A brief description of any, and all, construction projects in which the Respondent is currently involved. The summary shall include a brief project description, location, budget, percentage presently completed and proposed completion date of each project.
3. Evidence that the Respondent firm is available to perform these services and is not otherwise involved in contractual agreements with other clients which may conflict with the provision of services requested herein.

Failure to submit information or any of the specific submissions enumerated above: Submittals, may result in the evaluation team’s assumption that the prospective Respondent is not be qualified in that area.

Failure to submit information or any of the specific submissions enumerated above within the required time frame shall be cause for the Authority to, at its discretion, reject the Respondents proposal.

## EMAIL ATTACHMENT #2 – COST

### COST FORMAT:

- G. **COST** - Complete Enclosure Document F. **On the Enclosure Document F, provide a price for each size home on each lot.** The VIHFA reserves the right to negotiate with the Respondent on the structure of the billing. **All proposal pricing must be valid for 90 days from the submission deadline and thereafter until the company withdraws it, a contract is approved and executed, or the procurement is canceled, whichever occurs first.**

The Respondent may also provide a comprehensive cost write-up on a separate sheet regarding the proposed price to complete the Scope of Services. This will be used to establish a baseline for negotiation with selected Respondent based on the criteria of this solicitation.

**Each Respondent must adhere to the requirements of this section relative to the proposal package content and format in order to simplify the review process and facilitate the maximum degree of comparison. Respondents shall ensure that the proposal package closely follows the sequence and organizational outline described in this section.**

**ENCLOSURE DOCUMENT F**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
**PROPOSAL COST SHEET**

The undersigned Respondent proposes to furnish all labor, **tools, materials, equipment, miscellaneous supplies** and incur any other costs as may be required to perform the scopes of services, subject to all the conditions as set forth in the RFP.

**The prices provided shall be considered a lump sum price for all the work described in the RFP (design and construction...etc.).**

ITEM	SITES		PRICE
1.	Plot No. 6 Estate Mt. Pleasant	2 Bedroom, 2 Bathroom Home	
		3 Bedroom, 2 Bathroom Home	
2.	Plot No. 11 Estate Mt. Pleasant	2 Bedroom, 2 Bathroom Home	
		3 Bedroom, 2 Bathroom Home	
3.	Plot No. 13 Estate Mt. Pleasant	2 Bedroom, 2 Bathroom Home	
		3 Bedroom, 2 Bathroom Home	
4.	Plot No. 19 Estate Mt. Pleasant	2 Bedroom, 2 Bathroom Home	
		3 Bedroom, 2 Bathroom Home	
5.	Plot No. 33 Estate Mt. Pleasant	2 Bedroom, 2 Bathroom Home	
		3 Bedroom, 2 Bathroom Home	
6.	Plot No. 37 Estate Mt. Pleasant	2 Bedroom, 2 Bathroom Home	
		3 Bedroom, 2 Bathroom Home	

**PLEASE TYPE OR PRINT THEN SIGN WHERE INDICATED BELOW**

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

Submission of a proposal indicates acceptance by the Respondent of the conditions contained in this scope of services.





**VIRGIN ISLANDS  
HOUSING FINANCE AUTHORITY**

100 Lagoon Complex · Suite 4  
St. Croix · U. S. Virgin Islands · 00840  
Telephone (340) 772-4432 · Fax (340) 772-4002  
[www.vihfa.gov](http://www.vihfa.gov)

Afisha M. Hillocks  
Procurement/Contract Officer  
[ahillocks@vihfa.gov](mailto:ahillocks@vihfa.gov)  
(340) 772-4432 ext. 3233  
<https://www.vihfa.gov/procurement/solicitation>

 *Unlocking the Door to Affordable Housing*